

**Commonwealth of Virginia**

**PRIVATE SECURITY SERVICES ADVISORY BOARD**

**March 23, 2004**  
**Quarterly Meeting Minutes**

Roanoke, Virginia

**Call to Order:**

At approximately 10:00 a.m., Chair Mary Kay Wakefield called the meeting to order for the Private Security Services Advisory Board (PSSAB)

**Opening Remarks:**

Chair Mary Kay Wakefield thanked all who attended with a special thanks to John Kochensparger who had made all the arrangements for the meeting and for the hospitality suite on Monday evening. Ms. Wakefield thanked Kevin Hodges for dinner arrangements on Monday evening.

Ms. Wakefield had hoped to announce the PSSAB appointments but the Criminal Justice Services Board (CJSB) meeting scheduled in March was canceled. Appointments are expected to be made at the CJSB meeting in May 2004.

Ms. Wakefield announced that this was the last PSSAB meeting for Lt. Paul Midgett and thanked him for his three years of service to the PSSAB as the law enforcement representative.

**Attendees:**

Chair Mary Kay Wakefield, Vice Chair P. Robbie Robertson, Jr., Dennis VanDuzee, Kevin Hodges, Deborah Aylward, Stephen Martin, Christopher J. DiMartino, Brent Fortner and Lt. Paul Midgett.

**Absent:**

R. Robert Shuster, called Mary Kay Wakefield, conflict in schedule.  
Sean Creamer, called Mary Kay Wakefield, conflict in schedule

**Approval of Minutes:**

Minutes for the December 2, 2003, meeting were reviewed. One minor correction required to the minutes, page 3, changing "explaining" to "explain" in the last sentence of the first paragraph. A motion was made by Mr. Martin, seconded by Mr. Robertson, to accept the minutes as corrected. Minutes were unanimously approved.

**DCJS Report:**

- Ms. Hahn, Interim Section Chief discussed the Private Security Services Advisory Board membership that will be up for either appointment or re-appointment: the new position for a Special Conservator of the Peace representative that will be effective July 1, 2004; Armored Car Business representative; Private Security Instructor representative and a Law Enforcement representative. The applications are in and ready for presentation to the CJSB at their next meeting in May.
- Ms. Hahn reviewed staff changes. She has two individuals out for an extended period of time due to illness and surgery. She introduced Tim Haymore DCJS's newest Agent Investigator. Additionally, Ms. Hahn introduced Kathi Marshall, a DCJS staff

member who developed our “Sherlock” licensing system and is, with John Lorenti, looking at developing a new system designed to handle a higher volume of entries and tasks. Ms. Marshall is here to learn more about the industry to aid in the development of the new system.

- Ms. Hahn reported on the following subjects:
  1. Because of the increased applications and telephone workload, we are looking at how we are conducting business. We are currently analyzing our application process to hopefully reduce duplication and to streamline the internal process. We are also creating a “How to Apply” section for each individual category making it less confusing and easier to understand and we are creating a “Frequently Asked Questions” (FAQ) site on the Internet. We hope that these steps will help reduce the 111% increase in telephone calls that we are currently experiencing.
  2. Announced two on-line training offerings.
  3. Reviewed the Budget and discussed some options for future savings.
  4. Additional staff positions needed for 2005.
  5. Effective July 1, 2004 we will issue decals to be placed on the current registration card.
  6. In the line of duty In memoriam: to honor Private Security individuals who have lost their lives in the line of duty.
  7. Needed updated PSSAB contact list.
  8. Announced the COJ Conference on April 26, 27, 28, 2004 in Virginia Beach.
  9. Private Security Services Conference, in Virginia Beach, October 4-8, 2004.
  10. Presented the Private Crime Prevention Practitioner Program brochure.
  11. We were awarded a \$50,000 grant under Homeland Security.

## **Committee Reports:**

### **Homeland Security Preparedness Committee**

Mr. Fortner reported on the January 15, 2004 meeting of the committee in Harrisonburg. Nine members of the committee attended. The committee came up with the following mission plan:

*To enhance Virginia Commonwealth preparedness through specific training for the Security Industry and through training and further developing/enhancing relationships with local, state and federal Law Enforcement/Emergency Services.*

The committee voted to develop a comprehensive process, outlined to build relationships and also resources of the private security industry to local, state and federal law enforcement.

There will be a committee meeting in late April that will be posted on the website.

### **Training Committee**

Robbie Robertson reported that the Training Committee met March 22, 2004 in Roanoke. Five members attended. The committee discussed 6 VAC 20-171-370.D low light familiarization and the use of the term “welding goggles.” This issue has been tabled so members can research the issue. The committee also discussed online training and had Carl Fisher speak on how the online program is set up to be user friendly with a bookmark system so persons taking a course can stop and start without missing any information.

The next meeting of the Training Committee will be July 12, 2004 at 3:00 p.m. in Richmond.

### **Legislative Committee**

Kevin Hodges spoke on House Bill.1193. U.S. Citizenship and K-9 Detector legislation were combined into House Bill 1193. The K-9 Detector portion of the bill was approved by both the House and Senate and will go to the Governor’s office for signature. There were modification to the U.S. Citizenship portions of the Bill.

The U. S. Citizenship language requested did not pass.

The FOIA exemption for Private Security Services has been added to the existing exemption No. 1, that now reads “All confidential records of all investigations, of all applications for licenses and permits, and all licensees and creations made by or submitted to the ABC Board, the Lottery Department, the Virginia Racing Commission, the Department of Charitable Gaming or the Private Security Services Unit of the Department of Criminal Justice Services.”

### **Conference Committee**

Christopher DiMartino reported that he would be meeting with Ms. Hahn on Thursday, March 25, 2004 regarding the 2004 conference.

### **Harold McCann Committee**

Steve Martin announced that the 2004 nomination form for the Harold McCann award in on the website with a deadline of June 11, 2004. Information will be sent to all members. The next committee meeting will be held following the next PSSAB meeting. The award will be presented October 5, 2004 at the annual conference.

## **UNFINISHED BUSINESS:**

None

## **NEW BUSINESS:**

Ms. Wakefield suspended the Legislative Committee and asked Kevin Hodges to draft a working procedure defining the role of PSSAB and the role of the industry in the legislative process to be completed two weeks prior to the next PSSAB meeting. Ms. Wakefield asked that everyone take a look at the procedures manual and be prepared to discuss at the next meeting of the PSSAB.

Ms. Deborah Aylward proposed that the Board create a Public Relations Committee and charge its members with the responsibility of identifying newsworthy issues affecting either industry segments individually or the industry as a whole, drafting the public service announcement for submission to DCJS for consideration, their subsequent approval and release to the media through information services of DCJS.

A motion was made by Brent Fortner to table formation of a Public Relation Committee until feedback could be obtained from DCJS, Robbie Robertson seconded the motion, motion passed.

The next meeting of the PSSAB is scheduled for July 13, 2004 in Richmond.

## **Public Comments:**

**John Kochensparger** announced the VBFAA meeting and golf tournament and invited everyone to attend.

**Patrick Clawson** requested the Board to take an aggressive stance toward developing reciprocity arrangements with other states for Private Investigators in Virginia.

Mr. Clawson asked that in the next legislative session, the Board work toward getting statutory privilege in place for private investigators as it, according to Mr. Clawson, exists in several other states, so that Private Investigators will not have to divulge information relating to cases on which they are working, much like "Attorney/Client Privilege."

Mr. Clawson suggested that the Board look at creating a new category of private security services business for Computer Crime Professionals with specific mandated training requirements.

Mr. Clawson asked the Board to consider promoting a regulation that would give private security services individual credit toward their training requirements for Registration with DCJS by attending courses put on by certain organizations or professional agencies.

Mr. Clawson expressed concern over the current design of the Virginia Private Security Services ID card and submitted that it needs to be redesigned to make it a more valid and useful tool. He used the District of Columbia as an example.

Additionally, Mr. Clawson stated that he would like to see a policy statement from the Board regarding the use of badges by private investigators in Virginia. He also suggests that Virginia look at an exemption for Private Investigators as to where they are allowed to be armed.

**George Haudricourt** suggested that the PSSAB secure a Co-Sponsor for all proposed legislation.

There being no further business to come before the Board, a motion for adjournment was made by Brent Fortner, seconded by Lt. Paul Midgett and passed unanimously.

**Public Attendees:**

Carl Fisher  
John Kochensparger  
J. H. Rowe  
George Haudricourt  
Patrick Clawson  
Martha M. Clancy  
David L. Brown  
Joe Annavino  
Kelly K. Midgett